

CHAPTER 1

INTRODUCTION TO THE MILITARY STANDARD TRANSPORTATION AND
MOVEMENT PROCEDURES (MILSTAMP), VOLUME I

SECTION A. GENERAL

1. Authority. Department of Defense Directive 4000.25, subject: Administration of Defense Logistics Standard Systems, 18 November, 1983 [reference a) prescribes publication and use of this regulation.

2. Purpose. This regulation provides DoD policy for the transportation and movement of materiel. **MILSTAMP** prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DoD Components and other U.S. Government Agencies/civil authorities in the transportation and movement of materiel to, within, and beyond the DTS. The DTS is comprised of military controlled terminal facilities, MAC controlled or arranged airlift including **LOGAIR** and **QUICKTRANS**, MSC controlled or arranged **sealift**, and Government controlled air or land transportation. *

3. Scope and Applicability

a. This regulation applies to the Army, Navy, Air Force, Marine Corps, DLA, Coast Guard, GSA, TOAs, and other activities/Agencies using the DTS.

b. MILSTAMP applies to all shipments entering the DTS. Some portions of **MILSTAMP** such as the codes and data elements it contains and **intransit** data reporting are **also** used for **non-DTS** shipments. Requests for deviations or exceptions to this regulation must be processed through the DoD **MILSTAMP** System Administrator for approval or waiver,

4. Exclusions. There are no exclusions from **MILSTAMP** data/documentation requirements for shipments entering the DTS. Some shipments which might logically fit the description of movement in the DTS are instead covered by Service or Agency regulations. Those DTS like shipments not covered by **MILSTAMP** are:

a. Coal and petroleum products shipped in bulk.

b. Special Assignment Airlift Missions (**SAAM**).

c. Marine Corps tactical unit movements by exclusive-use surface transportation under **special** arrangements between the WA, the **MSC**, and the Marine Corps.

5. Policy

a. **MILSTAMP** policy is designed to facilitate the exchange of logistics data between Services and Agencies. Deviations or exemptions will not be approved **unless** the user **establishes** that **MILSTAMP** does not provide workable methods or procedures. **MILSTAMP** accommodates technological im-

provements; however, prior to tests of innovative procedures within selected segments of the DTS, the **MILSTAMP** Administration Office and **all** Agencies concerned will be advised. **MILSTAMP** users involved in the development of advanced logistics systems will establish liaison with the DoD **MILSTAMP** System Administrator. In addition, Service and Agency mobility plans will recognize **MILSTAMP** documentation requirements.

b. Maximum **use** is made of **ADPE**, AUTODIN, and the DDN to speed the exchange of **MILSTAMP** data. Services, Agencies, and theater commands establish **COMRIs** for clearance authorities, terminals, and related activities requiring **MILSTAMP** data. Telecommunication precedences for transmitting **MILSTAMP** data are determined from the **MILSTAMP** Telecommunication Guide in figure 1-A-1.

c. **MILSTAMP** documents are not classified **unless** the sponsoring service **assigns** a security classification in accordance with DoD 5200.1-R, (reference b); GSA will use ADMP 1025.2, (reference c). When so classified, the integrity of the classification is protected within the DTS. Classified cargo will be protected in accordance with procedures prescribed by the provisions of references b, c, and other applicable regulations. **When** considering major modifications to existing or development of new transportation data/documentation and related information systems, it must be recognized that the movement of personnel and materiel is the prime consideration and the necessary data transmittal should not be an impediment to that effort. For the near term, any effort to provide transportation data/documentation and related information systems with classification protection must be limited to minor modifications and altered procedures that remain within and can be accommodated by existing transportation systems. For the longer term, Service unique and DoD transportation systems undergoing development or enhancement must recognize the importance of security implications.

MILSTAMP Telecommunications Guide

Document Identifier	Name	AUTODIN content indicator code (Note 1)	TP	Telecom-munication precedence for normal operations	Telecom-munication precedence during MINIMIZE
T_(0-9)	TCMD from shipper to the clearance authority	KAZ (surface) KBZ (air)	1-3	P	P
T_(A-I)	Air manifest	KBZ	1-3	P	P
T_(J-R)	Ocean manifest	KAZ	1-3	P	P
---	Cargo Traffic Message	---	---	P	P
TK_	Intransit data	KCZ	1-3	R	Mail
---	CORM	---	---	R	Mail
TM_	Tracer actions	KAZ (surface) KBZ (air)	3 1-2	R P	R P

Note 1. Prefix with the one position AUTODIN activity indicator for telecommunications.

Figure 1-A-1

SECTION B. ADMINISTRATION1. MILSTAMP Maintenance Responsibilities

a. The DoD **MILSTAMP** System Administrator administers **MILSTAMP** in accordance with the policy guidance of the **ASD(P&L)**. The DoD **MILSTAMP System Administrator**:

(1) Performs analysis and design functions in coordination with the Services/Agencies.

(2) Recommends system improvements and additional policies as required.

(3) Ensures telecommunications involvement during planning.

(4) Resolves issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. When the issues involve a policy or resource determination, the DoD **MILSTAMP System Administrator** refers them to **ASD(P&L)** for decision. The referral includes the comments and position of the DoD Components along with recommendations of the system administrator.

(5) Develops, publishes, and maintains this regulation in a current status. This includes responsibility to:

(a) Evaluate and coordinate change proposals with the Services/Agencies and furnish a copy of all change proposals to the **ASD(P&L)**.

(b) Disseminate to Services/Agencies and the **ASD(P&L)** a quarterly status review of all change proposals which have not yet been approved for publication.

(c) Assure compatibility of **MILSTAMP** procedures with those of the other **DLSS** and related DoD logistics task groups, prior to final coordination with the Services/Agencies.

(d) Report to the **ASD(P&L)** the findings and recommendations of evaluations and staff assistance visits along with comments of the effected DoD Components.

(6) Reviews and coordinates with Services/Agencies all requests for system deviations and exemptions and makes recommendations to the **ASD(P&L)** based on analysis of the justification submitted by the requester.

(7) Establishes and chairs a **MILSTAMP** Focal Point committee of Service/Agency representatives. This committee participates in the development, implementation, and maintenance of the system. The DoD **MILSTAMP System Administrator** convenes focalpointcommittee meetings at least quarterly and issues minutes of these meetings. Meeting schedules and agenda items are announced 30 days in advance, when possible. The minutes of these meetings fully document the proceedings and a copy is provided to each Service/Agency by the chairman.

b. Heads of participating Services/Agencies will:

(1) Designate an office of primary responsibility for **MILSTAMP** to serve **as** the system focal point and identify by name to **the** DoD **MILSTAMP** System Administrator a primary and "alternate focal point representative for the **MILSTAMP** Focal Point committee. The focal point responsibilities are **detailed** in paragraph **B.1.c.** (2).

(2) Provide representation to joint system design and development efforts and onsite evaluations of **MILSTAMP**.

(3) Assure that **all** operating activities under their jurisdiction comply with this regulation.

(4) Report to the DoD **MILSTAMP** System Administrator, through their focal point, those problems, violations, and deviations which arise during system operations.

* (5). Develop and maintain TACS in accordance with DoD 4500.32-R, **volume** II; monitor TAC application by shippers to **ensure** compliance, and resolve questionable, erroneous, **or** missing TAC applications within **5** working days of notification by the TOA that a **TAC** is questionable, erroneous, or missing. Resolution of TAC errors is applicable to CONUS outbound shipments only.

c. **MILSTAMP** Focal Points

(1) The following offices have been designated as focal points . . for **MILSTAMP**:

DoD **MILSTAMP** System
Administrator

Chief
Defense Logistics Standard
Systems Office
Attn: **DLSSO-BV**
Cameron Station
Alexandria, VA 22304-6100

Army

Commander
U.S. "Army Materiel Command
Attn: **AMCSM-POT**
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy

Commander
Naval Supply Systems Command
Attn: SUP 051D
Washington, DC 20376-5000

Air Force

Commander, Air Force Logistics
Command
HQS AFLC/DSTT
Wright Patterson **AFB**, OH 45433-5001

Marine Corps	Commandant of the Marine Corps Attn: LFT- 1 Washington, DC 20380-0001
Coast Guard	Commandant U.S. Coast Guard Attn: .G-FLP-1 Washington, DC 20593-0001
Military Airlift Command	Commander Military Airlift Command Attn: TRKO Scott AFB. IL 62225-5001
Military Sealift Command	Commander Military Sealift Command Attn: M53 Department of the Navy Washington, DC 20390-5320
Military Traffic Management Command	Commander Military Traffic Management Command Attn: MT-ITD Falls Church, VA 22041-5050
General Services Administration	GSA Office of Federal Supply and Services Attn: FSM Washington, DC 20406
Defense Logistics Agency	Director Defense Logistics Agency Attn: DLA-OT Cameron Station Alexandria, VA 22304-6100
Joint Deployment Agency	Director Joint Deployment Agency Attn: JDDX-SA MacDill AFB, FL 33608-6001

(2) The Services/Agencies' focal points:

(a) Serve on the focal point committee. Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DoD policy.

(b) Assure continuous liaison with the DoD **MILSTAMP** System Administrator and other Services/Agencies.

(c) Evaluate all suggested system changes and **system-related** beneficial suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the focal point submits it as a change proposal to the DoD **MILSTAMP** System Administrator as outlined in paragraph 2a. The originating Service/Agency focal point, in accordance with DoDI 5120.16 (reference d.), determines awards for those suggestions which are coordinated as proposed system changes. Suggested changes received directly by the DoD **MILSTAMP** System Administrator are forwarded to the appropriate focal point for review and evaluation.

(d) Submit recommended change proposals to the DoD **MILSTAMP** System Administrator in the format prescribed in paragraph B.2.a.

(e) Develop and submit to the DoD **MILSTAMP** System Administrator a single, coordinated position on all proposed changes within the specified time (normally 60 days).

2. Administering Changes to the System

a. **MILSTAMP Focal** Points will submit to the DoD **MILSTAMP** System Administrator recommended change proposals providing **minimum** information prescribed by DoD Directive 4000.25 (reference a). Proposed changes will contain:

(1) A description of the concept being proposed and reasons for the proposal.

(2) Known interface and impact requirements identifying changes for coordination with other DLSS or **non-DLSS** logistics systems.

(3) A statement identifying known advantages and disadvantages of the proposed revision.

(4) Proposed wording required for the **MILSTAMP** regulation.

b. The DoD **MILSTAMP** Administrator:

(1) Staffs proposed changes.

(a) All proposed changes are evaluated by the Administrator prior to staffing with the Services/Agencies. The evaluation of a **proposed** change includes, but is not limited to, the necessity, accuracy, validity, and urgency of the change. Benefits may be monetary savings and/or improved mission performance. Proposals which do not demonstrate significant **inter-Service/Agency benefit** are returned to the originating Service/Agency. Proposals which do demonstrate significant benefits are formalized and forwarded to **ASD(P&L)**, the participating Services/Agencies, and the DoD System Administrators of other **DoD systems** impacted by the proposed change. **When** applicable, the proposed change **includes** the information provided in paragraph B.2.a.

(b) **PMCLs** are consecutively numbered and normally request the Services/Agencies to provide a response within 6.0 days. The DoD MILSTAMP System Administrator must be notified prior to the due date if it cannot be met. The notification must justify the late response. Responses will indicate the implementation lead time as requested in the **PMCL**.

(2) Receives and evaluates Service/Agency responses as outlined in paragraph **B.1.a.**

(3) Establishes and disseminates implementation dates. Following resolution of the Service/Agency comments as outlined in chapter 1, paragraph **B.1.a. (3)**, the DoD **MILSTAMP** System Administrator prepares and distributes to the Service/Agency **MILSTAMP** Focal Points an approved letter indicating the implementation date. An interim change message is provided to implement changes of operational necessity.

c. The ASD(P&L):

(1) Resolves issues concerning resources, policy, and requests for deviation or exemption from **MILSTAMP** which are submitted by the DoD MILSTAMP System Administrator.

(2) Directs changes when necessary to implement DoD policy and directs the implementation of urgent changes on a priority basis.

(3) Resolves with Service/Agency heads matters escalated by the DoD **MILSTAMP** System Administrator.

3. Publication of the Regulation

a. The regulation consists of two volumes and a unit move appendix (under **development**).

(1) Volume I contains the published DoD doctrine and establishes responsibilities, instructions, and procedures essential for exchanging transportation data/documentation on shipments moving by the DTS.

(2) Volume II contains instructions and procedures for determining and applying the **TAC** of the sponsoring Service or Agency.

b. The basic publication consists of chapters, sections, paragraphs, figures, and appendices.

(1) Chapters, Sections, Paragraphs, and Figures

(a) Each chapter is divided into sections, paragraphs, and subparagraphs. The numbering system identifies the appropriate section followed by the **applicable** paragraph number in the chapter. Subparagraphs are **identified** 'by' **lower** case alphabetic followed by numerics and **alphabetics** in parentheses and then underlined numerics and alphabetic.

Example: A.3. a.(1) (a)1 a(1) (a)

Section	-----	-----	-----	-----
Paragraph	-----	-----	-----	-----
Subparagraphs	-----	-----	-----	-----

- (b) Pages and figures are numbered in a separate series for each section within each chapter and are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number **is** preceded by the number of the chapter and letter of the section, e.g. , chapter 2, section A, * page 2 is numbered 2-A-2. Chapter 2, section B, figure 6 is numbered 2-B-6. * Each figure follows the text of each chapter; e.g., figure **2-B-1** follows the text of chapter 2, section B; figure 3-C-1 follows the text **of** chapter 3, section C, etc.

(2) Appendices:

(a) Each appendix is divided into paragraphs and subparagraphs. The numbering system identifies the appropriate paragraph number in the appendix, Subparagraphs are identified by lower **case** alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic.

Example: 1a.(I)(a) 1 a (1) (a)

Paragraph	---	-----
Subparagraph	-----	-----

(b) Pages and figures are numbered in a separate series for each appendix. They are numbered in sequence with Arabic numerals beginning with 1. Each page or **figure** number is preceded by the letter of the appendix, e.g., the second page (or figure) of appendix C is **numbered** C-2.

c. Publication of Changes

(1) **AMCL** and interim changes (**IC**) are published by the DoD **MILSTAMP** System Administrator as required. **AMCLs** are numbered consecutively as AMCL 1, 2, 3, etc. **ICs** indicate the formal change in which it will be published, and are numbered consecutively. For example, **ICS** for formal change 1 are numbered 1-1, 1-2, 1-3, etc. All **ICs** remain in effect until incorporated into formal changes to the regulation. **ICs** are normally distributed by the DoD **MILSTAMP** System Administrator via **AIG** 4563 messages to Service/Agency focal points. Each Service/Agency is responsible **for** worldwide distribution of the changes by appropriate means within its own organization.

(2) Formal changes are published twice a year with dates of 1 February and 1 **August** and incorporate those **AMCLs/ICs** with implementation dates prior to the 1 February/1 August publication date. They are numbered consecutively and issued as full page insertions to this regulation. These changes indicate the change number on each page, If the changes alter the normal page number sequence, an explanation is included in the formal change cover letter. Changes are indicated by an asterisk in the margin. *

d. Supplementation. This regulation will not be supplemented by Services/Agencies except to provide **more** detailed local operating instructions required by action offices, e.g. , data entry instructions to cover variances in capabilities to generate, process, receive, and perpetuate **MILSTAMP** data.

SECTION C. IMPLEMENTATION

1. Major Implementing Elements. Several functional elements have specifically defined roles in the implementation of the various MILSTAMP requirements and procedures. These elements are separated by areas of primary interest,

2. Transportation Operating Agencies

a. The MTMC:

(1) Provides CONUS traffic management service to Services and Agencies.

(2) Operates and manages common-user military water terminals in CONUS and at selected overseas locations.

(3) Receives, processes, and forwards cargo transiting terminals it operates or manages.

(4) Establishes OCCAs in CONUS and overseas to provide surface export cargo traffic management (WCA), ocean carrier selection, and cargo booking; develops instructions for their operation based on data input requirements and output products prescribed in this regulation; and designates OCCAs in appendix J.

(5) Provides recoopering, remarking, repacking, documentation, and similar services as required for cargo in transit.

(6) Provides to a Service/Agency designated activity required receipt and lift data for shipments moving by water through terminals it operates or manages.

(7) Disseminates information to theater commands regarding SEAVAN tenders for delivery of retrograde cargo to CONUS inland destinations,

(8) Administers and operates the MATCUS located at the aerial ports handling MAC flights in CONUS. The MATCU provides liaison between the sponsoring Services, the aerial port operator, and MAC to assure the orderly flow of cargo through the aerial ports.

(9) Maintains full and complete statistical records concerning surface traffic moving in the sealift system through terminals it operates or manages.

(10) Performs after-the-fact analyses on a continuing basis of the origins, flow patterns, operational procedures, growth trends, etc., for each segment of the international movement of DoD cargo and prepares reports covering these analyses for submission to the ASD(A&L) at least semiannually. Such reports are accompanied by copies of the concurrences or comments of the Services/Agencies.

(11) Provides Services/Agencies with reports of late/missing and inaccurate TCMDs.

(12) Advises overseas commands, WCAs/OCCAs and sponsoring Services of anticipated workload surges resulting from political decisions, natural disasters, strikes, local or national regulatory action, or other actions which *may affect normal traffic flow*.

(13) In addition to the aforementioned responsibilities, MTMC is responsible to DLSSO in performing the following:

(a) In coordination with the DoD MILSTAMP System Administrator, be responsible for conducting periodic evaluations to determine system effectiveness and for conducting annual staff assistance visits of selected system segments, in order to determine compliance with prescribed MILSTAMP system requirements; also furnish clarification and uniform interpretation of--the requirements of the system. Members of the MILSTAMP Focal Point committee should be requested to participate in visitations for activities under their Services' cognizance.

(b) Report to the DLSSO the findings and recommendations of evaluations and staff assistance visitations, along with the comments of the DoD Components concerned.

(c) Review and evaluate curricula of DoD schools which offer courses related to the assigned systems and make recommendations to the DLSSO for improvement.

(d) Assist in solving problems, violations, and deviations which arise during system operations and report these to the DoD MILSTAMP System Administrator. Unresolved problems and/or continued violations will be referred by DLSSO to ASD(A&L) for resolution and/or corrective action.

(e) Maintain close liaison with the carrier industry to promote compatibility with commercial documentation systems.

(f) Assist in the joint development of automated systems with surface commercial carriers.

(g) Explore and make recommendations concerning improved communications channels.

(h) Continue efforts to simplify unit move procedures.

(i) Provide representation on designated task groups supporting DLSS.

(j) Serve as "the DoD MILSTAMP System Administrator's key point of contact for MILSTAMP surface transportation systems development and design.

b. The MSC:

(1) Provides worldwide ocean transportation for Services/Agencies as required.

(2) Processes ocean carrier claims.

(3) Maintains statistical records concerning cargo moved through the common-user sealift system.

(4) Provides statistical data and/or summarized management reports on export and import cargo as requested.

(5) Coordinates with OCCAs regarding available MSC controlled ship capability to meet sealift requirements.

C. The MAC:

(1) Provides airlift support for Services/Agencies as required.

(2) Operates or arranges for operation of aerial ports/air terminals serving MAC channels flown by scheduled MAC aircraft.

(3) Receives, processes, and forwards air cargo entered into the airlift system.

(4) Assures cargo received for airlift has been cleared by the ACA, and refers uncleared shipments to the appropriate ACA.

(5) Provides recooling, remarking, repacking, and similar services as required for cargo in transit.

(6) Provides receipt and lift data on inbound and outbound cargo to the Services/Agencies, as required, within four hours of receipt or lift.

(7) Provides ACAS current capability information and timely reports covering aerial port tonnage on hand.

(8) Responds to the MATCU or sponsoring service requests for special handling, tracing, diverting, or expediting movement of specific shipments.

(9) Maintains full and complete statistical records concerning air traffic moved through the airlift system.

(10) Provides statistical data and/or summarized management reports on export and import cargo as requested by MTMC, sponsoring services, OJCS, or OSD.

(11) Provides Services/Agencies with reports of late or missing TCMDs.

(12) Advises MTMC, ACAS, and the overseas routing authorities of anticipated workload surges resulting from political decisions, natural disasters, strikes, local national regulatory action, or other actions which may affect normal traffic flow.

(13) Evaluates carrier performance.

3. Conus Airlift Managers

a. The AFLC:

(1) Oversees the establishment and operation of the ACA function for the LOGAIR terminals.

(2) Designates COMRIs to Identify LOGAIR ACAS.

(3) Maintains the LOGAIR ACA portion of the Directory of Clearance Authorities (appendix J).

(4) Develops LOGAIR ACA operating instructions.

b. The NAVSUPSYSCOM:

(1) Establishes and operates the ACA functions for the QUICKTRANS system.

(2) Designates COMRI to identify QUICKTRANS ACA.

(3) Maintains the QUICKTRANS ACA portion of the Directory of Clearance Authorities (appendix J).

(4) Develops QUICKTRANS ACA operating instructions.

4. Sponsoring Services. The sponsoring services which authorize payment for the movement of materiel in the DTS will:

a. Designate ACAS and provide the DoD MILSTAMP System Administrator complete identification and location data for inclusion in MILSTAMP.

b. Establish COMRIs to specifically identify the airlift clearance activity.

c. Establish air eligibility criteria.

d. Provide consignment instructions when required.

e. Develop operating instructions based on the data input requirements and output products prescribed by this regulation.

f. Advise MTMC, MAC, MSC, and the overseas commands of anticipated workload surges which may result from political decisions, natural disasters, strikes, local or national regulatory actions, or other actions which may affect normal traffic flow.

g. Advise shipping activities of the Deferred Air Freight (TP-4) program, cargoes selected for this service, and circumstances in which it may be used.

h. Designate an ILCO in appendix K with whom clearance authorities may coordinate on movements of FMS materiel in the DTS.

5. Theater Commanders. Within their respective theaters, commanders will:

a. Provide for airlift service, land transportation, and port operations both organically and commercially.

b. Establish clearance authorities for those terminals under their cognizance in coordination with the sponsoring services and provide the DoD MILSTAMP System Administrator complete identification data for inclusion in MILSTAMP.

c. Develop instructions for theater clearance authority operation based on data input requirements and output products prescribed in this regulation.

d. Coordinate with MTMC for applicable operations.

e. Provide guidance on use of TP-4 service based on coordination with MAC and sponsoring services.

f. Develop and maintain a SEAVAN monitoring system to provide management visibility of container movements from discharge to receipt/unstuffing by receiving activities and release of containers to carriers.

g. Advise MTMC and sponsoring services of anticipated workload surges resulting from political decisions, natural disasters, strikes, local or national regulatory actions, or other actions which may affect normal traffic flow.

6. Joint Transportation Board. The JTB, OJCS, acts in behalf of the Joint Chiefs of Staff to determine priorities and allocations of lift when shipping requirements exceed lift capability. The DoD MILSTAMP System Administrator provides technical assistance to the JTB during national emergencies and contingencies.

SECTION D. USE OF THE MILSTAMP REGULATION. Organization of the regulation.

1. The chapters of this **regulation** are organized in the order normally occurring when a shipment is processed through the DTS; i.e., shipper, transshipper (including CCP, POE, POD, and breakbulk point) and receiver. While some shipments require different or more detailed data than others, the basic processing steps are similar. **Definitions, acronyms, codes, and certain subject areas**, such as those that apply to more than one segment of the DTS, are contained in the appendices. When applicable, the reference to the appropriate appendix is shown.

2. The steps necessary to process a shipment are listed at the beginning of each **applicable** chapter (Chapters 2 - 4) under the heading, "Steps in Making a MILSTAMP Shipment."